



CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/H"

obsolete

DCSE Manual Transmittal
Letter No. 329
January 16, 1992

TO: Staff, Division of Child Support Enforcement

SUBJECT: Revised Arrearage Computation Cover Sheet (Form CS-54)
and Procedural Instructions

The Arrearage Computation Cover Sheet (Form CS-54) and its procedural instructions have been combined with the Arrearage Computation Balance Sheet (Form CS-54.2) and its procedural instructions. This change was done to economize on paper, stop unnecessary duplication of forms, and save time for caseworkers.

The information from the CS-54.2 is found just below the Support Order Information section on the front of the revised CS-54. The CS-54.2 was used to balance the Arrearage Computation Ledger Sheet (Form CS-54.1).

Because the CS-54 has been revised to include the format of the CS-54.2, the CS-54 is now used to balance the ledger found on its back. This ledger is used when calculations cover six months or less. The first line on the ledger is labeled Balance Brought Forward, and is used for that purpose. The revised CS-54 is also used to balance the CS-54.1.

The Notice of Claim and Order to Deliver line items found on the CS-54.2 are not included on the revised CS-54. Under federal law, any collection received as the result of a Notice of Claim or an Order to Deliver must first be applied to current support before arrearages. See MTL No. 292.

The revised CS-54 will be available from the supply center in about six weeks. An unnumbered version of the CS-54 is attached for photocopying. The CS-54 dated 11/87 and the CS-54.2 dated 12/89 are to be recycled or destroyed.

The Child Support Manual of Forms is to be updated as shown on the next page.

Margie Stricker

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DIVISION OF CHILD SUPPORT ENFORCEMENT